

## New Faces on CCS Team

In the summer of 2007, Glen Hyatt became Deputy Director of JIS. Recently, it was decided to have Glen dedicate more time to the Next Generation Project and bring in a new Systems Manager. In December 2008, Rick Ruder accepted that position. In addition, in February of this year, we added a new Court Representative to the team and her name is Tina Beach. Tina comes to us from the 35th Circuit Court, in Shiawassee County. Larry, Dan, Jonie and Arlena are still on the team. When calling with a question please call CCS Helpdesk at 888-339-1547 option 3 or email us at [ccshelpdesk@courts.mi.gov](mailto:ccshelpdesk@courts.mi.gov)

## Disappearing Columns from ROA

In the December 2008 release an enhancement was added to display an adjustment column on the ROA. Due to various responses from the courts it was decided to remove it. The biggest problem with it was if monies were ordered and entered incorrectly there was no way to modify the ordered column. The correction would always show in the adjustment column.

## Minimum State Costs

Effective April 1, 2009 the Minimum State Costs will increase from \$60 to \$68 on felonies and from \$45 to \$53 on misdemeanors. No modification is required for this change as the amount is entered manually by the clerk. This is just to serve as a reminder to the Clerk that the Judge may need to be reminded of the change in costs at the time of sentence on criminal cases.

## Juror Questionnaires

The JIS jury system has the most recent questionnaire forms. The current forms are dated 3/08. As soon as you receive your password from Secretary of State please contact us so that we can get your jury list loaded on your system.

We will be offering a jury overview for those who would like a refresher course on the jury process. Once the dates are set we will send out the meeting details. Sessions will be held at the Hall of Justice in Lansing as well as in the Region IV office in Gaylord.

## Deferrals

We have been receiving a lot of calls lately on how to enter deferrals. We are developing a link on our website that shows a step by step process of how to enter deferrals correctly. Check back often at <http://courts.mi.gov/jis>

## Habitual Offender Notice

We have been receiving many calls regarding the Habitual Offender Notices on criminal cases. Habitual Offender Notices are used for sentence enhancement purposes ONLY. It is not a stand alone charge. A Habitual Offender Notice is to be entered in the habitual field on the case screen (F2). When an

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individual is sentenced as a “Habitual Offender”, a “Y” is put in the enhancement field when entering sentence information on the court sentencing screen. However, if an individual is not sentenced as a “Habitual Offender”, the Habitual Offender Notice is not removed. It remains on the case screen. It will not show on the Judgment of Sentence as long as the enhancement field is blank or “N” is entered. The only time a Habitual Offender Notice should be removed from a case screen is when there is an amended information filed that specifically removes it.

## **Visiting Judges**

When a court has a visiting Judge and the system won’t accept the “P#” in the court screen or on the case header screen as Judge, the Judge needs to be flagged as a Judge. To do this, go into the attorney file maintenance screen and flag the attorney as a “J” type by entering “J” in the type field. This allows cases that are assigned to visiting judges and events in court to be entered under the visiting Judge’s “P” number without affecting the case load report. Do not add the Judge into the County Maintenance File. The judges listed there are only the judges elected to that jurisdiction.

## **Next Generation Project**

For those of you who are interested in the progress of our future software package, we have developed a link from our JIS website. To view the progress of the project go to <http://courts.mi.gov/jis> and click on the technical initiatives tab. Choose JIS technical initiatives from the drop down menu. We are well into the second year of development and are currently working on the civil phase. Every JIS employee is involved in the project in one way or another, in an attempt to create a single court software package.

### **Contact Information:**

**Judicial Information Systems  
Circuit Court Team  
Michigan Hall of Justice  
PO Box 30048  
Lansing, MI 48909**

**Telephone 888-339-1547 opt 3**

**Fax 517-373-7451**

**Website: [www.courts.mi.gov/jis](http://www.courts.mi.gov/jis)**

**Email: [ccshelpdesk@courts.mi.gov](mailto:ccshelpdesk@courts.mi.gov)**